

## **DUNS registration**

All vendors that do contracting with the U.S. Government with contract value greater than \$3,000 must obtain DUNS (Data Universal Numbering System) number. Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

Please follow the following steps:

1. Go to <http://fedgov.dnb.com/webform> ,
2. Click to [request your D-U-N-S Number via the Web](#),
3. Select **Kosovo** as a country,
4. Complete and submit the requested business information.
5. If a D-U-N-S Number has already been assigned, you should be able to request it by clicking on the **“Request your existing D-U-N-S Number”** button.
6. If NO D-U-N-S Number was assigned to your business, proceed to **“Request a New D-U-N-S Number”**,
7. Provide the name of your Company as it is written into the Central Registry of Republic of Kosovo. Do NOT translate your company name into English! Under the “Notes” tab please provide your Company’s Unique Identification Number (Business registration number) and Tax Number (VAT number). Please note the **Legal Business Name and address** provided to Dun and Bradstreet for the DUNS number **must exactly match (including spelling, capitalization, punctuation and spacing)** the Legal Business Name and address provided to **NATO for the NCAGE code**, simultaneous process explained below,
8. Should you need a SIC Code, look for it at <https://www.osha.gov/pls/imis/sicsearch.html> and enter the four-digit primary SIC code that best describes the company.
9. When done, click **“Submit Your Request”** Button.
10. You should receive your DUNS number via e-mail within 1-2 business days. If you have any problems, contact Dun and Bradstreet using the phone numbers or e-mails listed on <http://www.dnb.com>.
11. Congratulations! Now you have a DUNS number and you can begin the SAM